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STAFF REPORT

BOARD MEETING DATE: August 9, 2016

DATE: July 20, 2016
TO: Board of County Commissioners
FROM: Leslie Williams, Administrative Assistant II, Senior Services
328-2602, lemwilliams@gmail.com
THROUGH: Kevin Schiller, Acting Director
SUBJECT: Approve the transfer of the food service body [valued at \$23,170] for the nutrition delivery vehicle purchased under the Community Development Block Grant from the Nevada Governor's Office of Economic Development for Rural Senior Ambassador Program to the Equipment Services Division. (All Commission Districts)

SUMMARY

The Department requests the Board approve the transfer of the food service body [valued at \$23,170] for the nutrition delivery vehicle purchased under the Community Development Block Grant from the Nevada Governor's Office of Economic Development for Rural Senior Ambassador Program, to the Equipment Services Division. The action is necessary in order for the Comptroller's Office to capitalize the vehicle and food service body purchased under the grant.

Strategic Objective supported by this item: Safe, secure, healthy communities.

PREVIOUS ACTION

On August 25, 2015, the Board accepted a \$152,454 Community Development Block Grant from the Nevada Governor's Office of Economic Development to establish and implement a Rural Senior Ambassador Program. The purpose of the program is to establish a volunteer program focused on services to homebound and vulnerable seniors living in unincorporated Washoe County. Volunteers will positively impact the quality and quantity of services provided to homebound and rural seniors by Washoe County. Services include delivering hot meals to homebound seniors, providing consistent one-on-one person interaction with homebound seniors, and acting as greeters and leading activities at rural senior centers. The grant provided funding for salaries, services, supplies and the purchase of a nutrition delivery vehicle to serve unincorporated Washoe County.

AGENDA ITEM # 5.4.2.

BACKGROUND

The nutrition delivery vehicle body was purchased by the Equipment Services Department and drop shipped from the factory to Delivery Concepts for installation of the food service body. Senior Services, under a separate purchase order, purchased the food service body in coordination with Equipment Service vehicle body purchase.

The method used to purchase both the vehicle body and food service body has resulted in two departments owning a single delivery vehicle. The Comptroller's Office has requested Senior Services transfer the food service body to Equipment Services in order to correctly capitalize the vehicle.

The nutrition delivery vehicle was put in service in February 2016 and is maintained and serviced by Equipment Services.

FISCAL IMPACT

The nutrition delivery vehicle was purchased in FY16 with grant funds under IO11288 and County match funds under IO60330. The department has budgeted for vehicle maintenance, fuel and replacement costs in the FY17 budget in cost center 250511.

RECOMMENDATION

Recommendation to approve the transfer of the food service body [valued at \$23,170] for the nutrition delivery vehicle purchased under the Community Development Block Grant from the Nevada Governor's Office of Economic Development for Rural Senior Ambassador Program to the Equipment Services Division.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve the transfer of the food service body [valued at \$23,170] for the nutrition delivery vehicle purchased under the Community Development Block Grant from the Nevada Governor's Office of Economic Development for Rural Senior Ambassador Program to the Equipment Services Division."